

**Work Placement with Children or Vulnerable Adults**

**RE:** **eVetting for 5th year LCVP Students for work experience Feb 10-14, 2020**

Please read the outline below in relation to Garda Vetting for students (aged 16 and over) wishing to go on work placement with children (eg: crèche or primary/secondary school) or with vulnerable adults (eg: daycare centre, community workshop, nursing home, hospital or meals on wheels etc).

﻿Section 12 of the Vetting Act 2016 places a statutory obligation on school authorities to obtain a vetting disclosure from the Bureau prior to the employment, contract, permission or placement of a person to undertake **relevant work** or activities with children or vulnerable persons.

**(See below extract from DES Circular 0031/2016 7.2 refers).**

*“Relevant work or activities” in the context of a school or centre for education means any work or activity carried out by a person where a necessary and regular part of that work or activity* ***consists mainly of the person having access to, or contact with, children or vulnerable persons****. However, it does not include work or activity in relation to vulnerable persons in a centre for education where that work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons.*

​**The Vetting Process:**

1. Students who are 16 on or before the 7th October 2019 (and who wish to engage in work experience as described above) **must fill in the** [**NVB1**](http://www.stcolmcilles.ie/uploads/1/3/9/5/13957485/nvb-1-vetting-invitation_colmcilles_v3.pdf) **form and parents fill in the** [**NVB3**](http://www.stcolmcilles.ie/uploads/1/3/9/5/13957485/garda-vetting-form-nvb3.pdf) **form. Both of these forms are attached and must be filled in online, printed off, signed and handed to their LCVP teacher by Wednesday 11th December 2019.**
2. All documents are also available on the school website in Student Area under LCVP Work Experience.

**Note 1:** Garda Vetting is not conducted for students under the age of 16.

**Note 2:** When a person from 16 – 18 yrs. is filling out their NVB1 form, the

 **Email address should be that of the student’s parent/guardian.**

**Note 3:** On NVB1 Role being vetted for – please ensure you specify the workplace e.g. “work experience in primary school”

1. LCVP teacher prints a Confirmation Form on the school headed paper and signs stating the student’s name and date of birth. This is then forwarded with NVB1, NVB3 and Confirmation Form to ACCS.
2. **IMPORTANT:** The National Vetting Bureau will prepare an ‘**invitation’** and **email the student's parent/guardian with a link to complete the eVetting application process**.

**Note:** Parents are asked to complete this vetting application **promptly.** If the online application is not completed correctly it will be cancelled and returned to the applicant stating reason for the return.

1. The National Vetting Bureau will process the application and will **issue a vetting disclosure to ACCS who will forward it to the School Principal, who will then pass it to the student, and the student takes it to his/her employer on first morning of placement.**

Also for your information please see link below to eVetting Invitation Help content User Guide:

<https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>

As you can appreciate this process needs to **start immediately.** Please complete forms NVB1 And NVB3 online immediately, print it off, sign it and return it to LCVP teacher by Wednesday 11th December 2019.

Kind regards

*LCVP teaching team*